Documenting Implementation Team Structures

The final step of setting up an implementation team structure is to develop a local document describing how you've organized the team. This document often details organizational elements such as the team's purpose, goals, roles and responsibilities, authority, communications, and membership, among other elements of local interest and importance.

The answers to these guidance questions begin to sketch out organizational elements, which can then be formally organized into a local document such as a Team Terms of Reference, Team Charter, Team Memorandum of Understanding/Agreement, or another such document.

While we have noted what are often core questions answered by a team's organizational documents and what are additional helpful questions, please feel free to attend only to the questions that are of most relevance and importance to set up your implementation team within your agency or community.

CORE QUESTIONS

1 What's the **overarching objective** of your implementation team? What is its **role** within your agency (agency implementation teams) or community (coalition implementation teams)?

2 What **functions of Triple P implementation support** will the team ensure (e.g., executive leadership functions, cross-system design functions, day-to-day support functions)? Refer to handout, **"Team Functions, Considerations, & Core Competencies."**

3 What key **characteristics define the team's makeup** (e.g., types of positions within your agency, proficiencies in effective implementation strategies and Triple P, experience with organization change, confidence using data to make decisions)? Refer to handout, **"Team Functions, Considerations, & Core Competencies."**

4 Who are the current **members of or positions** on the implementation team and, if relevant, what **Triple P support roles** do they serve (i.e., implementation coordinator, peer support/practitioner coaching coordinator, data/evaluation specialist, communications/outreach specialist).

5 How often does the team **meet in-person**? **Communicate otherwise** in between meetings?

6 To what **data** will the implementation team have access? On what frequency? How will the team use that data to make decisions?

7 With what other agency or community teams does the implementation team have **active relationships**? How often and in what form are **communications** expected with these partnering teams?

ADDITIONAL HELPFUL QUESTIONS

What are the team's **internal values** and the agreed-upon **ways of work** among its membership (e.g., group agreements)?

What **resources** are made available from the team's agency to support the team's work?

What **boundaries** exist related to the team's role?

Over what decisions or processes does the team have **authority**? What are the limits of the team's authority?

What are the expected **deliverables** of the team? (e.g., 1-to-5 year agency Triple P implementation plans; monthly, quarterly, or semi-annual action plans; agency Triple P data reports or Triple P progress reports)?

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Use the next steps below to organize the draft information created by answering the guidance questions into a local document that can be formally recognized by your agency and your Triple P implementation partners. **Many agencies have found it helpful to have the document drafted on agency letterhead and reviewed or approved by agency leadership before finalization.**

Not only will this document be helpful for your team, your agency, and your partners, but it can also serve as a key orientation document as new members join your implementation team.

NEXT STEPS	WHO	BY WHEN	NOTES
1 **Organize the draft information to a local document.**			
2 **Place draft document on agency letterhead.**			
3 **Seek review and approval of draft document from agency leadership.**			
4 **Finalize the document and share with your team, your agency and other relative partners.**			
5			
6			
7			